



## New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	III	Administrative Policies	
Chapter:	D	Labor Relations	6-9-2008
Subchapter:	1	Labor Relations	
Issuance:	009-2007	<b>Grievance Procedures</b>	

### **I. PURPOSE**

The purpose of this Department Policy is to comply with Department of Personnel rules regarding grievance procedures

### **II. SCOPE**

This Department Policy has Department-wide applicability.

### **III. POLICY**

1. The grievance procedure established by Department of Personnel Rules 4A:2-3.1 through 4A:2-3.7 (see Attachment 1) shall apply, as indicated and intended, to Department of Children and Families employees who, by title, are not covered by a negotiated labor agreement. Prior to filing a grievance, the employee(s) should acquire the most current grievance procedures from the Employee Relations Coordinator.
2. At Step One of all grievance procedures, an Employee Relations Representative from the Office of Cooperative Labor Relations shall conduct the grievance meeting/hearing.
3. At Step Two of all grievance procedures, the Director, Office of Cooperative Labor Relations, or designee shall conduct a hearing.
4. Any procedural questions shall be addressed to the Director, Office of Cooperative Labor Relations, whose decision shall be final.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Attachment: [Grievance Procedure Form](#)